



Temporary Use Permit (TUP) Application

PERMIT NUMBER _____

- Applications must be received for initial review at least 10 days prior to the start of the proposed temporary use.
- For important information, instructions, and site drawing details required for submittal, please see next page.

Temporary Use Information

Address of Proposed Temporary Use: _____

Date(s) of Proposed Temporary Use (including setup and take down): _____

Description of Proposed Temporary Use: _____

Description of Existing Use of Property: _____

- ☐ Yes ☐ No Will the proposed event attract more than 100 attendees at any one time?
Number of attendees expected at one time: _____
- ☐ Yes ☐ No Will the proposed event impact a city street, sidewalk, alley, walkway, or other city
public right of way?
- ☐ Yes ☐ No Will alcohol be served or sold at the proposed event?
- ☐ Yes ☐ No Will the proposed temporary use include amplified sound outdoors?

Applicant Information and Signature

Applicant/Contact: _____

Organization (if applicable): _____

Mailing Address: _____

Phone: _____

Email: _____

By submitting this application, I certify that all the information provided is correct. If I am not the property owner of the site where the Temporary Use is proposed, I have obtained the property owner's permission. I understand that failure to comply with code requirements may result in permit revocation.

Signature: _____ Date: _____

Continue to Page 2

Temporary Use Permit Application Instructions

A Temporary Use Permit is required for many temporary outdoor activities as described in the City of Aurora Code of Ordinances.

To submit your request:

1. Please legibly print or type all information being requested on this application.
2. Attach a dimensional site plan and event layout as described in Site Drawing Requirements below.
3. Hand deliver to the City Hall at 303 Derting Road any business day from 9:00 a.m.-noon

Site Drawing Requirements

A detailed site drawing is required at the time of submission. While drawings are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to describe what your temporary use will look like. The following is a list of minimum requirements that your site plan should meet:

- Property Overview: Show locations of structures, fire lanes, streets, alleys, and fencing. Fencing must indicate location of exits and gates. Show the foot print of any building, location of building exits, sidewalks, and pathways.
- Map Key: Include North arrow and event boundary lines.
- Event Layout: Include location tents or temporary structures including dimensions, food trucks, vendors and other merchandise areas, stages (including size), and any other specific details of the layout for the event.

Transportation and Parking

Parking and transportation options must be sufficient for the number of attendees expected. Parking areas should be clearly marked on your site drawing. Off-site parking locations, shuttle availability or alternative transportation options must also be noted. Vehicles may not be parked on unpaved, pervious surfaces.

Deadline and Review Timeline

Your complete application must be received for initial review at least 10 days prior to the start of the proposed temporary use. Your request will be reviewed by Zoning, Fire, Transportation, and Environmental staff. Once all the reviews are completed and your permit is ready to be issued a Development Services staff member will contact you with pick-up instructions. This process usually takes 7-10 days.

Fee – Temporary Use or Circus/Carnival/etc.

See the currently adopted Schedule of Fees. The fee is due at the time your permit is issued payable by check (remit to City of Aurora), money order, and credit card (Visa, MasterCard, Discover, and American Express accepted.) ***WE DO NOT ACCEPT CASH**

For Office Use Only				
Zoning	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature	
Fire	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature	
Transportation	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature	
Environmental	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature	
Date Received:				
Contacted for Pickup:				
Case Number:				